

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Accounting Technician

\$2,928 - \$3,738 approximate monthly
(\$3,045 - \$3,887 approximate monthly effective 6/26/04)

Application deadline: 4:30 p.m., Friday, May 14, 2004
Announcement # 04-014

The list resulting from this recruitment will be used to fill a current vacancy in San Bernardino and future vacancies as they occur throughout the Court. Incumbents may be assigned to any Court District within the County.

The Court Accounting Technician performs specialized accounting functions requiring the application of basic accounting principles and procedures.

Typical duties of Court Accounting Technician include, but are not limited to:

- Prepare and review a variety of monthly and quarterly reports; review expenditure reports for accuracy and appropriate coding; research and review salary expenditures; prepare quarterly summaries of expenses.
- Prepare consolidated revenue reports; review revenue reports submitted by Court Districts; review payment vouchers submitted by Court Districts for payment of city settlements; prepare quarterly reports for Trial Court funding.
- Process credit card payments; compare daily transaction reports versus the Court Districts' revenue reports; prepare monthly revenue and bank reconciliations; prepare bank deposits.
- Track federal grants and reimbursable state programs; prepare reimbursement claims and billing statements; verify costs.
- Compile and process court judicial statistics; prepare special reports related to revenue and expenditures.
- Monitor and reconcile encumbrance balances; assist clerks in problems related to revenue and accounts payable; act as a resource regarding Court/County accounting procedures.
- Perform related duties as assigned.

Requirements: Five years of increasingly responsible clerical accounting experience preferably in government accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting coursework can substitute for a maximum of two years of experience. Experience using SAP or MAS90 is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a written examination. The written test may cover the following areas: Bookkeeping, Fiscal Concepts, Budgeting, Arithmetic and Interpersonal Relations.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting.

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

4/26/04 - MV